

Founded in 1953, Christian Aid Mission seeks to establish a witness for Christ in every nation by assisting indigenous ministries in lands of poverty, where Christians are a persecuted minority, and where foreign missionaries are not allowed. Today, we work with hundreds of independent indigenous ministries in eight regions of the world that share the gospel of Jesus Christ with more than 1,700 unreached people groups.

Please submit a cover letter and resume to jobs@christianaid.org. No phone calls or drop-ins please.

Position Summary:

Christian Aid Mission seeks to employ a full-time (40 HPW) **Administrative Assistant for the International Ministry Team's South Asia Director.**

Under the direction of the South Asia Director, the Assistant is responsible for the collection of information about supported international ministries for the purpose of developing Funding Plans and other documents for the promotion/advocacy of ministries for whom Christian Aid Mission (CAM) assists. He/She Performs administrative tasks as they relate to South Asia ministries as assigned by the Area Director. He/She Assists the Area Director with daily operation of the office including email correspondence for international ministries: processing photos, reports and required forms, post mail correspondence, copying, scanning and filing.

Essential Responsibilities

1. Fiscal Year Funding Plan Development

Under the direction of the Area Director, assists in acquiring information from international ministries to develop an Annual Funding Plan for South Asia ministries. The assistant:

- Contacts the international ministry leaders to request the annual Funding Plan Worksheet.
- Documents and reviews the completed worksheets/reports to determine whether they provide complete data, contain the necessary content and clarity. The assistant formulates follow up questions and follows up with the international ministry leaders to obtain the additional data needed to develop the Fiscal Year Funding Plan.
- Works with Area Director to prioritize the ministry needs for the final Funding Plan.

2. Information Management

Acknowledges receipt and processes all incoming correspondence from international ministries, checking for content regarding the ministry that may be utilized for promotional purposes.

- Maintains spreadsheets to track Sponsorship reports, Semi-annual Surveys, UPG information and other required forms needed by the CAM Area Directors to facilitate vetting and evaluation of ministries.
- Data Management: CAM-E, CAM4 and SE– meticulous and multi-layered work processing incoming data. Maintain all updates for CAM group information. Scans documents to be put onto computer network.
- Extracts, scrubs for security, and imports correspondence into CAM database. Also selects, records and prepares information for monthly *Prayerline*. Makes information available to Editorial Coordinator for promotional materials such as Field Reports, Missions Insider, etc.
- Imports and processes photos and uploads them into Christian Aid Mission's Databases. Selects appropriate photos from ministry being mindful of sensitive information and photo usage. Forwards to Area Director for approval and puts on network for further by Editorial Coordinator and Marketing.

3. Financial Information Processing

- Documents incoming financial statements and receipt of funds acknowledgements. Follows up with ministries that have not sent timely financial information and maintains a spreadsheet to inform the Area Director of any ministries that have not acknowledged disbursed funds or have not submitted financial statements.
 - Prepares and sends Disbursement letters to all ministries, recording them in CAM database.
 - Maintains banking/disbursement information for each ministry and updates as needed.
 - Works with finance to confirm status of disbursements. Works with finance to research and resolve disbursement delays. Updates CAM database as needed to reflect voided disbursements, re-disbursements and or any other financial activity related to the ministries. Maintains a list of “disbursement notes”.
4. Interviews visiting ministry leaders to update information on the ministry. Transcribes recorded interviews/phone conversations/meetings with visiting ministry leaders and uploads to network for further use by the Editorial Coordinator and Marketing.
 5. Conducts research about Unreached People Groups or other International Ministry information as directed by Area Director for special projects.
 6. Assists with hosting international ministry visitors when visiting CAM headquarters.
 7. Additional responsibilities as assigned. Provide support to other Admin Assistants as needed.

The essential responsibilities require the following **Knowledge/Skills/Abilities**:

1. Knowledge of respective region / country culture and Biblical principles.
2. Strong organizational and administrative skills, including working on multiple projects at one time. Expert at multitasking, prioritizing, meeting deadlines, and delivering high quality work.
3. Strong teamwork skills with other staff and faithfully reporting to and representing the leader.
4. Desire and aptitude for learning new concepts quickly.
5. The position requires extensive training in CAM-E and Cumulus software, including filing, organizing, and storing material.
6. Good writing and verbal communication skills.
7. Highly motivated with the ability to work independently.
8. Good customer service skills; ability to interact with internal and external contacts.
9. Strong commitment to organizational mission and values, being above reproach in life style.

Level of Education

Preferably BA or higher

Professional Licenses/Certifications

Software expertise:

Intermediate to Advanced proficiency in MS Office Suite (Word, Excel, Power Point)

Experience with database management helpful.

Level of Experience

3 years administrative experience minimum preferably in ministry or non-profit work.

Religious Employment

We are a religious employer and we reserve the right to discriminate based upon religion pursuant to section 702 of the Civil Rights Act of 1964.